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UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Marketing Administration
Washington, D. C.

August 11, 1942

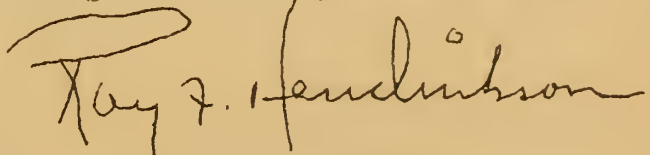
ADMINISTRATOR'S MEMORANDUM NO. 24

Overtime

Now and in the trying days ahead more and more AMA employees may expect to be called on for overtime work. The mounting pressure and tempo of our activities which are so much a part of the war effort makes a certain amount of overtime inevitable. Employees throughout the Administration have shown a remarkable spirit of cooperation and willingness to accept the situation. This is all the more gratifying since by law employees cannot be paid for overtime; and no official compensatory leave can be granted except for work on Saturday afternoons. In most cases the urgency of our tasks does not permit even this let-up.

We can, however, do a good deal to ease the situation. All supervisors should give careful attention to planning their work to avoid the necessity for overtime as much as possible, and to distribute it so that the burden is shared equally by all employees for whom they are responsible. We must avoid any tendency toward requiring overtime simply to appear busy and patriotic. This is a fetish that is neither necessary nor patriotic.

We must not let overtime become a habit and should grant relief from it whenever possible. Vacations are important in this respect, also, and should be taken even at the risk of temporary inconvenience. Otherwise we may lose more time in sick leave than we would have gained by long unremitting working days.



Administrator

